

NRL IN-HOUSE COURSE NOMINATION

(FOR CODE 1840 ON-SITE LIVE AND VIDEO COURSES)

This form is a nomination form and does not guarantee placement in any course until your selection has been confirmed in writing, by phone or by E-mail message.

COURSE TITLE

If a prerequisite has been designated, have you completed it?

Yes

No

LOCATION

DATE

TIME

EMPLOYEE'S NAME

SOCIAL SECURITY NUMBER

SERIES/GRADE/TITLE

CODE

EXTENSION

If you are disabled, will you need special accommodations?

No

Yes, please call the Training Branch or describe:

STATUS:

NRL EMPLOYEE

CONTRACTOR

POST-DOC

OTHER

EMPLOYEE'S SIGNATURE

DATE

FOR TRAINING BRANCH COURSE ONLY:

NOTE: The Training Branch is authorized to charge an employee's division for a late cancellation or a "no show" for any in-house course (ref. NRLINST 12410.3)

This course is mission-related; I approve the employee's request to attend.

SUPERVISOR'S SIGNATURE

DATE

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal nomination and training forms.

AUTHORITY - The Government Employee Training Act of 1958 (U.S. Code Title 5, Sections 4101 to 4118)

PURPOSES AND USES - The information on this form is used in the administration of the Federal Training Program. The purpose of this information is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Processing Data file.

EFFECT OF NONDISCLOSURE - Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7(b) - Personal disclosure of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier to match the person completing the training with the correct master record in the Safety Office Medical Monitoring Log Data Base. It will be used primarily to give you recognition for completing the training and to accumulate government-wide training statistical information. The information gathered through the use of the number will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN also will be used for the selection of persons to be included in statistical studies of training management matters. The use of the SSN is made necessary because of large numbers of present Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

(Employee's Signature)

(Date)